



EMPLOYMENT OPPORTUNITY

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ANALYST'S INITIALS
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6-9-06

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Education Programs Consultant (3 positions)	POSITION NUMBER 319-001-2656-900	TENURE PERMANENT	TIME BASE Full Time	CBID R21
OFFICE OF Program Management Division	LOCATION OF POSITION (CITY or COUNTY) Sacramento			MONTHLY SALARY \$5349 to \$6498
SEND APPLICATION TO: First 5 California 501 J Street, Suite 530 Sacramento, CA 95814 Attn: Gwen Atkins	REPORTING LOCATION OF POSITION 501 J Street, Suite 530, Sacramento, CA 95814			
	SHIFT AND WORKING HOURS DAYS - 8:00 a.m. - 5:00 p.m.			
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (916) 323-2524	PUBLIC PHONE NUMBER () -		
SUPERVISED BY AND CLASS TITLE Emily Nahat, Deputy Director			FILE BY 6-23-06	

The incumbents will work primarily on the Commission's priority programs serving young children (birth to age five) and their families. First 5 California (also known as the California Children and Families Commission) is a small relatively new state agency established in 1999 and supported by a tobacco tax to create innovative and effective early childhood programs designed to help children succeed in school and in life. Join the team to contribute to exciting and challenging work that is making a difference in the lives of the State's youngest residents—and the future of California.

SELECTION CRITERIA - -

- SROP/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered.
- Applications will be evaluated based on eligibility and desirable qualifications and interview may be scheduled.

DUTIES

Three Education Programs Consultant positions exist within First 5 California's Program Management Division, each with varying duties, working primarily with School Readiness programs or Power of Preschool demonstration projects and related activities.

Under the general direction of an Education Administrator I, the incumbent will act as lead consultant in a particular program area and:

- Serve as the Commission expert in developing programs and making policy recommendations.
- Implement and monitor statewide School Readiness or Power of Preschool programs.
- Develop and/or disseminate promising practices/models.
- Monitor contract compliance for programs and services.
- Lead and participate in project teams to develop or improve programs.
- Develop partnerships with agencies, foundations, and others regarding quality early childhood programs.
- Design, develop, and disseminate information, training programs, and resources to counties, local education agencies, and other local partners.
- Stay current on education trends and research on early education development, early learning standards and research-based practice, professional development, supply/demand, and quality issues and apply to First 5 programs, as appropriate.
- Prepare issue papers, bill analyses, and special reports.

All work will require the use of Microsoft Office software (Word, Excel, Access, and Power Point) and internal databases.

The Commission's office is currently located downtown, but there are plans underway to move to the Natomas area in 2006, which will offer free parking.

Full duty statement available upon request.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: *Principles, practices and trends in public and private elementary, secondary, and postsecondary education; academic subject-matter curriculum development and instructional methods; research and statistical methods; and program planning techniques. Knowledge of the California public and private school system, school administrative practices and the functions of the Department of Education; Federal and State education laws and Department of Education rules and regulations.*

Ability to: *Assume leadership and exercise creativity in the formulation and development of education programs; do complex research and analytical studies; apply educational policy; present ideas clearly and concisely in oral and written form; establish effective working relations; and exercise tact, resourcefulness, and judgment with all groups contacted in the work. Ability to assume leadership and exercise creativity in the administration and evaluation of education programs; interpret educational policy; analyze situations accurately and take effective action.*

DESIRABLE QUALIFICATIONS

- Knowledge of public and private elementary, secondary, and postsecondary education.
- Knowledge of Federal and State education laws.
- Familiarization with California Legislative process.

SPECIAL PERSONAL CHARACTERISTICS

- Ability to perform well under the pressure of time-sensitive, high priority projects
- Ability to take initiative, and work both independently and as a team member
- Ability to work with diverse constituencies including county, local, and state agencies and groups
- Present ideas clearly and concisely in oral and written form
- Establish effective working relations; and exercise tact, resourcefulness, and judgment with all groups contacted in the work
- Assume leadership and exercise creativity in the formulation, development and evaluation of education and coordinated services programs.

ADDITIONAL QUALIFICATIONS

- Knowledge and experience in the field of early childhood education
- Knowledge and experience in education programs targeting English learners and children with special needs
- Ability to communicate effectively
- Knowledge and experience in grant application review, monitoring, and administration
- Ability to work with the public, including parents and families
- Proficient computer skills using Word
- Apply complex research and analytical techniques;
- Interpret early childhood education policy
- Analyze situations accurately and take effective action

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Think and reason in analyzing quantitative and qualitative information
- Function effectively under demanding and competing deadlines
- Willingness to travel by car, bus, train, or airplane as required for successful job performance
- Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience
- Understand and use written information that may be presented in a variety of formats, such as tests, tables, lists, figures, diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, critical analysis, and application of principles and practices.
- Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar and sentence and paragraph structure; and tailor written communication to the intended purpose and audience

- Occasionally bend, lift, and move file boxes, training materials and other items weighing up to 35 pounds in connection with duties (e.g., training sessions, proposal/application review processes, organizing research or resource materials) or acquire support services to accomplish these tasks.